Accounting Classification Code Structure

The Accounting Classification Code Structure (ACCS) is an alphanumeric string that is used to identify accounting and financial information associated with procurement transactions. As part of the CSTARS ORSI deployment all procurement transactions will be tracked, reported, and analyzed using the ACCS. CSTARS ORSI users will be required to enter the full ACCS string into requisitions and awards.

Figure 1 below shows how the ACCS is structured.

Accounting Classification Code Structure							
(A - Alpha Numeric N - Numeric)							
Bureau	FY	Project - Task	Fund	Program	Organization	Object Class	User Defined
NN	NN	AAAAAAA - AAA	NN	NN-NN-NN-NNN	AA-AA-AAAA-NN-NN-NN-NN	NN-NN-NN-NN	NNNNNN

Figure 1: ACCS Breakdown

1. **Bureau Code:** The Bureau code refers to the Bureau generating the procurement transaction. Bureau codes are always numeric and contain two digits.

   There are twelve total Bureau codes that will be available in CSTARS. These Bureau codes are:

   - 04 - Census
   - 13 - Bureau of Industry and Security (BIS)
   - 14 - National Oceanic and Atmospheric Administration (NOAA)
   - 33 - Technology Administration (TA)
   - 51 - Office of the Secretary (OS)
   - 52 - Economic Development Administration (EDA)
   - 53 - Bureau of Economic Analysis (BEA)
   - 57 - National Institute of Standards and Technology (NIST)
   - 59 - Minority Business Development Agency (MBDA)
   - 61 - National Telecommunications and Information Administration
   - 64 - Office of the Inspector General
   - 65 - Economics and Statistics Administration

   Bureaus that do not have a CBS-assigned Bureau code (e.g. ITA, NTIS) will not use the standard ACCS codes. In these situations, ACCS information will be distributed by Bureau representatives.

2. **Fiscal Year:** The Fiscal Year field indicates the fiscal year to which the financial impacts will be applied. The fiscal year is a two-digit numeric number.

   NOTE: The Fiscal Year field is considered part of the accounting string in CSTARS but not CBS. Fiscal Year in CBS is captured at the MDL level on FM030 and FM040.

3. **Project/Task:** Project/Task codes are used to assign and track costs associated with specific work efforts. Project codes are alphanumeric and contain seven digits. Task

codes are alphanumeric, contain three digits, and provide a further breakdown of Project codes into the individual tasks being performed.

4. **Fund Code:**   Fund codes are used by the Treasury to assign funds to Federal Departments. The Fund code is a two-digit numeric field.

5. **Program Code:** Program codes are used by Congress to grant program authority to the Federal Departments. Program authority gives each Department the legal authority to spend funds. The Program code contains nine numeric digits separated into four segments.

6. **Organization:** Organization codes are used to identify the specific organization that is creating a procurement or finance transaction. The Organization code is a sixteen-digit field separated into seven segments. Each transaction entered into CSTARS must contain the home Organization code of the employee making the requisition/award (i.e. the "charging" Organization).

    NOTE: The seven Organization code segments are used for different purposes at each Commerce Bureau.

7. **Object Class:** Object Classes are numeric codes assigned to financial transactions to identify the nature of a service or item. Object Classes are separated into four segments (eight digits total).

8. **User Defined Field:** The User Defined Field (UDF) can be used by the Bureaus to track miscellaneous accounting transactions on an as-needed basis. The UDF is alphanumeric and contains six digits.

    In most cases the UDF will contain all zeroes.

NOTE: CSTARS ORSI users should contact Bureau procurement/acquisition representatives to determine which ACCS values they should use when creating procurement transactions.